

Town of Secaucus
Job Description

JOB TITLE: ADMINISTRATIVE ASSISTANT

Exempt (Y/N): No	SALARY LEVEL: \$35,000.00 -\$45,000.00
SHIFT: 9:00 AM – 4:00 PM	DIVISION: Construction/Inspections
LOCATION: Town Hall	DEPARTMENT: Engineering
UNION AFFIL: Local 911, Public Emp. Union	SUPERVISOR: Town Engineer

SUMMARY: The purpose of this position is to provide administrative support and perform a variety of day to day clerical functions to the Department.

ESSENTIAL JOB FUNCTIONS including, but not limited to the following:

- Assist in the administrative preparation of all incoming Engineering applications and NJSEA District applications.
- Assist with compilation of monthly status report to Mayor's Office.
- Assist with coordination of applications with multiple departments, including but not limited to Construction, Inspections, and Police Department.
- Organize and maintain files and files correspondences and records.
- Compose, type, send, and track routine correspondence for the applications.
- Handle phone inquiries and forward calls to appropriate official as needed.
- Handle face to face inquiries from public.
- Data input into computer system.
- Schedules appointments via Microsoft Outlook.
- Prepare requests for records, information, generate reports and applications via Microsoft applications, such as Word and Excel.
- Handle other essential tasks as assigned.
- Other duties may be assigned.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- High School diploma required or equivalent; some college a plus
- Minimum three (3) years' administrative clerical experience in a related area
- Highly proficient in Internet software, Microsoft Office applications including Word, Excel, PowerPoint, Project, Outlook; knowledgeable in other database systems.
- Excellent verbal and written communications skills, able to disseminate information relating to the operations in a professional, concise and consistent manner.
- Strong customer services focus with strong interpersonal skills in dealing with the public sector.

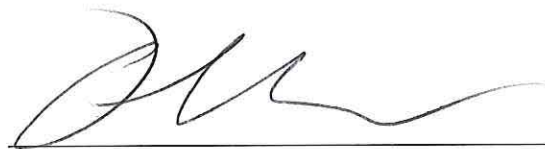
- Ability to read and interpret documents and respond to correspondence accordingly.
- Detail oriented with strong organization skills, accuracy and attention to details.
- Experience in handling and preparing legal documents.
- Knowledge and understanding of municipal government.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and /or move up to 10 pounds. Specific vision abilities required by this job include close vision. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate.

NOTICE REQUIREMENT: In accordance with certain agreements between the Town of Secaucus and various employee bargaining units, the above job promotional opportunity is hereby posted for a period of not less than five days prior to action by the Town of Secaucus to fill the vacancy. Applications and/or resumes should be filed with Sandra Lopez, Director Human Resources, Secaucus Town Hall, 4th floor, 1203 Paterson Plank Road, Secaucus, NJ 07094 or via e-mail to slopez@secaucus.net no later than 4 PM, Tuesday, August 2, 2016.

Date of Posting: Wednesday, July 27, 2016



David B. Drumeler, Esquire
Town Administrator/EEO Officer